



<b>Title</b>	<b>Administrative Assistant</b>
<b>Reports to</b>	<b>Operations Coordinator</b>

### **JOB SUMMARY**

This position will provide administrative support to the organization and assist with the processing of care packages and Cards of Hope for the cancer patients that Phil's Friends serves. The Administrative Assistant will be perform individual job responsibilities, as well as other duties assigned. This position maintains close contact with and reports directly to the Operations Coordinator.

### **SUMMARY OF ESSENTIAL JOB FUNCTIONS**

- Daily administrative operations
  - Manage care package requests and the shipment of care packages
  - Manage the monthly mailing of Cards of Hope
- Purchasing
  - Review inventory report and product usage volume
  - Submit all purchasing/procurement requests for approval
- Data entry
- Create/Maintain reports (i.e., weekly, monthly, quarterly, and annually)
- Administrative assistance for the Events and Development Team
- Other duties as assigned

### **MINIMUM REQUIREMENTS**

- Has a passion for the mission of Phil's Friends and a desire to serve cancer patients
- Able to work independently and provide clear direction as needed
- Possess excellent problem-solving skills
- Exhibit a strong work ethic and high ethical standards; is a good steward of resources
- Able to communicate effectively in verbal and written format
- Effective time manager
- Able to work with confidential information

### **SKILL REQUIREMENTS**

- High School Diploma/GED (required)
- Ability to make sound (sometimes quick) decisions
- Must be 18 years of age or older
- Computer literate (e.g., Word, Excel, Powerpoint, internet research, e-mail)
- Adaptable to emerging technology
- Ability to operate standard office equipment (e.g., fax, printer, copier, scanner, etc.)
- One year of administrative experience preferred

### **DISCLAIMER**

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time; as needed.*